

Resident Personal Property

Rhode Island Department of Children, Youth and Families
Division of Juvenile Correctional Services: Training School

Policy: 1200.1203

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To maintain security and resident and staff safety, residents are not allowed to have personal property in their rooms. The personal property of a resident is identified and recorded at intake and whenever the resident returns to the Training School from court or the community. The resident's property is returned to parents or legal guardians as soon as possible.

Related Procedure

[Resident Personal Property](#)

Related Policy

[Budget, Procurement, Contract and Fiscal Operations](#)

Resident Personal Property

Procedure from Policy 1200.1203: Resident Personal Property

- A. Staff completes the Inventory of Personal Effects Form for each resident upon detainment, return from court or the community.
 - 1. The resident signs the original form and receives a copy.
 - 2. Staff forwards the form to the Unit Manager for signature.
 - 3. The Unit Manager retains one copy of the form and stores resident property in the designated secure area.
 - a. Resident's property is given to his/her parent at the first visit.
 - b. If the parent cannot or will not take custody of the resident's property at the visit, it is stored in the designated secure area until the resident is released.
- B. Resident funds and accounts are managed throughout confinement in conformance with DCYF Policy 100.0085, Budget, Procurement, Contract and Fiscal Operations.
- C. Upon discharge, the resident and/or parent or guardian sign a form acknowledging receipt for personal property stored in the facility.
 - 1. The original Inventory of Personal Effects Form shall be checked against the items the resident is taking with him/her.
 - 2. All personal property is then returned to the resident.
 - 3. The RI Training School assumes no responsibility for unclaimed resident property 30 days after release or later.
 - a. If resident property is not claimed 30 days after release, the property is donated to a local charitable entity or is destroyed.
 - b. The decision to donate or destroy unclaimed property is made by the Superintendent or designee.
 - c. Disposition of unclaimed property is documented in the Unit Log Book.
- D. Paragraphs A – C are consistent with American Correctional Association (ACA) Standards 3-JDF-5A-02; 3-JDF-5A-016; 3-JTS-5A-01 and 3-JTS-5A-05.